

Supply and Audit Personnel

8 May 1950

Acting Chiefs, [ ] and Audit Group

Inventory of Supply Account No. 2

1. A physical inventory will be conducted of all items charged to Supply Account No. 2 effective 11 May 1950. The following procedure will be adhered to:

- a. Each item will be counted by an inventory team consisting of one Supply representative and one Auditor.
- b. Separate inventory counts will be made for each item, first by the Supply representative and secondly by the Auditor. All boxes and packages will be opened necessary to verify identity and quantity of items.
- c. Quantity and stock number of each item will be recorded on an "Inventory Slip" which will be initialled by both members of the inventory team and attached to the item concerned. The location of the items inventoried will, in addition to the above, be reflected on the "Inventory Slip", e.g., Warehouse, stock room, 4th Floor, etc.
- d. Inventory slips will be tallied and recorded on an inventory sheet by a member of the Audit Group. Spot checks will also be made by this individual to verify the accuracy of the quantity indicated on the "Inventory Slip".

2. The only issues to be made from Supply Account No. 2 during the inventory will be of an emergency nature. Responsibility for this assignment is delegated to Mr. [ ] Requisitions received will be carefully screened, and items not justified for emergency issues will be deleted therefrom. Quantities of any items issued will be entered on the "Inventory Slip" concerned, indicating voucher number, date of issue, and initials of issuing individual.

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NO CHANGE in Class.

☐ DECLASSIFIED

Class. CHANGED

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Date: 05 APR 1978 By [ ]

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3. Balances reflected on the Supply Record Cards, which are in agreement with the inventory balances, will, for reconciliation purposes, be considered to be correct, and an audit of the card will not be conducted prior to the submission of the Report of Inventory Adjustment. Supply Record Cards for which balances do not agree with the inventory balances will be audited in detail prior to the submission of the Report of Inventory Adjustment.

4. An audit of all vouchers, up to and including the established "cut off" voucher, will be conducted subsequent to the reconciliation and submission of the Report of Inventory Adjustment to verify the correctness of all balances indicated on the Supply Record Card.

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APPROVED

Chief, Services Division

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cc: Chief, Services Division ✓

Audit Group

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